

Falls of Neuse Plan Update

Confirmation Group
Roles and Responsibilities

1. The Confirmation Group for the Falls of Neuse Plan Update will provide oversight of the planning process in order to ensure that the process includes and reflects broad representation from the project area's stakeholder groups. The Group does not have final responsibility for the plan, but member participation and input is critical for achieving project success.
2. Specific responsibilities of the Confirmation Group include:
 - a. Review and acknowledgement of the Plan scope, approach, and contract provisions;
 - b. Represent and consider what is best for the project area;
 - c. Attend Group meetings during the course of the study to discuss and provide input on Consultant Team submissions; and
 - d. Attend public meetings/workshops held during the study.
3. Each member shall take responsibility for reading distributed materials and attending and participating in meetings. Members should not send "alternates" to represent them in the event they are unable to attend.
4. The members of the Group will select a chairperson to preside over meetings. With assistance from City staff, the chairperson also will provide information regarding meeting logistics, Plan background, and new material.
5. All Group meetings are open to the public and will be advertised to give the public the opportunity to attend. Notice of each meeting will be provided by City staff to each Group member a minimum of one week in advance. All meetings and deliberations will be public. A record of attendees and decisions will be kept. Meetings will include (at minimum):
 - **Orientation Meeting.** The meeting will serve as an introduction to the project and an opportunity for Group members to meet each other and City staff members. The meeting will be relatively brief and will involve discussion of the roles and responsibilities of the Group, project scope, process, consultant selection, meeting schedule, and public input opportunities.
 - **Meeting #1. Project Kickoff.** This will include a site tour with the Consultant Team and City staff, a review of the scope of work, confirmation of goals and objectives, and discussion regarding any refinements to the process.
 - **Meeting #2. Work Session.** This meeting will include a review of Consultant Team findings from market, transportation, and land use analysis. Discussion will consider alternative development scenarios, and preparation for the Community Workshop later that day.

- **Community Workshop.** This will occur the evening of the day of Meeting #2, as a public education and visioning session. It will include a review of the market/transportation/land use analyses, a presentation of alternative development scenarios, and interactive activities designed to obtain added feedback and suggestions.
 - **Meeting #3. Work Session.** This “virtual meeting” with the Consultant Team will be held online. It will seek to confirm Plan findings and development scenarios and to move toward creating a draft project Report.
 - **Community Presentation.** This meeting, coordinated by City staff, will outline Consultant Team findings, development scenarios, and a draft project Report.
6. The service of the members of the Confirmation Group will be considered complete upon the formal presentation of the plan Update to the City Council.

Throughout the course of Group deliberations and services, members are asked to observe the following Guidelines of Process:

Guidelines of Confirmation Group Process

1. Group members will engage in open dialogue, which allows for the voicing of different opinions and recognizes that everyone in the room is responsible for the process.
2. Group members will be aware of the limited time in the meetings; they will seek to express themselves succinctly to allow time for others to share their thoughts and opinions.
3. The Group should be aware that there are many stakeholders involved in the planning process and will ensure that the process reflects broad public input.
4. When speaking with others outside of the Group, members should indicate that they are not speaking on behalf of the Group. They should present only their own views. They should conscientiously refrain from expressing, characterizing, or judging the views of others.